CPQCC MEMBERSHIP LETTER: DF09 – 04-2012

TO: CPQCC PARTICIPANTS

FROM: CPQCC DATA CENTER

SUBJECT: CPQCC DATA CENTER: 2011 CCS PRELIMINARY REPORTS AND DATA CONSISTENCY REPORTS REMINDER

DATE: APRIL 16, 2012

CC: CPQCC STAFF

April 16, 2012

Dear CPQCC Participants,

This is a reminder to please review your 2011 CCS Preliminary CCS Reports and your 2011 Data Consistency Reports if you haven't done so already.

To view your 2011 CCS Draft Report, please follow the instructions below:

- **Please acknowledge that you MUST submit your CCS Supplemental Form BEFORE you can review your CCS Draft Report.**
- Log into https://www.cpqccdata.org/.
- Click on "CCS Materials".
- Click on the bolded link " to load the 2011 CCS Report for your Center – (bottom set of links).
- Review your CCS Draft Report for accuracy.

Please contact your 2011 designated CPQCC Data Center Staff person if you have any questions regarding closing out your data. Otherwise please e-mail us at support@cpqcc.org.

To view your 2011 Data Consistency Report, please follow the instructions below:

- Log into https://www.cpqccdata.org/.
- Click on "Other Reports".
- Click on "Data Consistency Report".
- Select the year 2011.
- Click on Generate report.

- Review duplicates and/or inconsistencies and follow-up with other centers using the e-mail addresses provided.

- Once you've followed up **please insert a comment in the "Your Comment" box** and then click the "Submit Data Consistency Comments" button. This will send an automatic e-mail to CPQCC support, which will inform us of your center's progress.

- If your report reads, "No data inconsistencies found", then your center does not have a report and is therefore complete.

NOTE: When verifying a birth or transport location, please use the "Narrow List" in Item 7c. Location of Birth and Item 59. Transfer Hospital by putting in the OSHPD code. This method should help to identify the center faster and easier.

Please contact your 2011 designated CPQCC Data Center Staff person if you have any questions regarding closing out your data. Otherwise please e-mail us at support@cpqcc.org.

Thank you,

CPQCC Data Center